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Rec not 5

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Transfer of CIA Records Center to [REDACTED]

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1. As you are aware, the CIA Records Center which is now situated at [REDACTED] is expected to be moved soon to the [REDACTED] It is understood that the actual move will be started approximately 15 February 1955 and will require up to a month to complete.

2. The Office of Personnel was notified by the Chief, Management Staff, in separate memoranda dated 11 October 1954, that three of the employees affected had found it impossible to make the transfer with their positions. These employees with their reasons for not transferring are given below:

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a. [REDACTED] Records Management Analyst, GS-9. Mr. [REDACTED] desires to remain in this area inasmuch as he wishes to further his college education. Also, he feels he will suffer a financial loss if he sells his house and moves to the new area.

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b. [REDACTED] Records Management Analyst, GS-7. Mr. [REDACTED] has a similar situation in that he has recently remodeled his house so as to provide a separate apartment for his mother and feels he would suffer financially in disposing of his house. Also, he feels he would not be able to afford similar accommodations at the new location.

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c. [REDACTED] Records Management Analyst, GS-7. Mr. [REDACTED] would suffer a considerable financial loss in that his wife is employed as a GS-6 in the Office of Communications and a movement out of this area would make it necessary for her to resign. There are presently no positions at [REDACTED] for which [REDACTED] could be considered.

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3. Repeated attempts to reassign these employees to other positions of equal grade in the Agency have been unsuccessful up

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to this time. As a result of recent discussions with each of these men, we have developed information pertinent to the disposition of their cases as follows:

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a. Mr. [REDACTED] has not yet stated definitely to this office that he will not accompany his position. It is pointed out that there exists at this time a vacancy for a Records Management Analyst, GS-9/11 (Slot 411), in the Records Management Division, Management Staff. This position is situated in Washington. Although the Office of Personnel considers Mr. [REDACTED] qualified for this position, it is understood that the Management Staff desires to promote another individual out of the group willing to move to [REDACTED] who they feel is better qualified and more deserving than Mr. [REDACTED]. It is the opinion of this office, however, that in view of the circumstances, serious consideration should be given to the reassignment of [REDACTED] to the existing Records Management Analyst vacancy.

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b. Mr. [REDACTED] has stated that he definitely cannot make the move to [REDACTED] even on a temporary basis and that he will not consider a lower-grade position in Washington. Mr. [REDACTED] has stated that he cannot consider the move unless his wife can also be reassigned. He will reluctantly agree to accepting a lower-grade position in Washington (GS-6 or GS-5), if necessary.

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Both Mr. [REDACTED] were referred in December 1954 to the Security Office for consideration against the positions of File Supervisor, GS-9 and Physical Security Assistant, GS-7/9, the latter being at that time a vacancy and the former an anticipated vacancy. Neither was selected. (Although the Security Office does not now have a GS-9 File Supervisor vacancy, they have one position at the GS-7 level encumbered by a person at GS-6.) They also have two vacant GS-9 Physical Security Assistant positions, as well as two GS-9 Physical Security Assistant positions presently encumbered by GS-5's. We are of the opinion that serious consideration should be given to Reassgt. [REDACTED] for positions of this type.

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c. The alternative to effecting reassignments for subject individuals in the manner indicated would be to

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terminate their employment with the Agency for being unwilling to accompany their positions to a new location. While under existing Civil Service Regulations this may be done, this does not appear consistent with our Career Service concepts, and would also involve the possibility of appeals to the Civil Service Commission, which would probably come within the scope of the Director's recent statement that there is to be no reduction in force in the Agency without his approval.

5. Your assistance in resolving these reassignment cases would be appreciated.

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[REDACTED] Assistant Director for Personnel

OP:PUD:ECJ/eg (17 January 1955)

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